Process to Amend University Ordinances and Regulations

Proposed amendments to Ordinances and Regulations can arise in many different ways. For instance, an individual may spot an inaccuracy, a committee may alter its procedures or a department may undertake a review of its service.

The wider implications of the proposed amendment need to be considered and there should be early consultation on amendments at the drafting stage.

This consultation should involve all relevant parties, which might include academic/administrative officers and the Students' Union.

Also consider the links to other Regulations and Ordinances as well as any associated processes and guidance notes.

Proposals to amend Ordinances and Regulations are submitted to meetings of the Council and Senate for approval (please see 'Approval Process to amend University Ordinances and Regulations').

In exceptional circumstances when approval of the proposal is urgent, Chair's action to approve the request can be sought from the Chair of Senate and Chair of Council, via the Senate and Council Teams only.

Ordinance/Regulation proposal is in development must be provided to the identified for Senate Team (academic amendment governance) and/or Council Team (institutional governance) in order to ensure that proposed amendments are included on the agenda of the relevant approval body in a timely manner. Alert the Senate Team and/or Council Team Proposals to amend an Ordinance/Regulation should: Always start with the current approved version of the Ordinance/ Regulation as published on the Governance webpages. Consultation Include a clearly annotated version of the regulation with deletions struck through and additions underlined in red (do not use track changes). Clearly outline the rationale for the revision. Include an 'effective **Draft Proposal** from' date. Outline the consultation and approval route to date. Use plain English and gender neutral language. **Submit for Approval**

Advanced warning that a

Contact Details

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Approval Process to Amend University Ordinances and Regulations

